



Committee of the Whole

Meeting Date: September 26, 2023

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Subject: Middlesex Information Technology Services - Policies

BACKGROUND:

Middlesex County Information Technology Services (ITS) uses policies to maintain the security and integrity of County information technology infrastructure, and ensure ITS assets are used safely and appropriately.

The Middlesex ITS Strategic Plan includes recommendations for enhancements to IT governance. These enhancements incorporate reviewing and refreshing existing ITS policies and procedures and developing new ones.

The ITS department continues to work through the Strategic Plan recommendations, including developing and implementing new policies and procedures to strengthen our cyber security program and provide guidance to staff on the appropriate and safe use of technology.

ANALYSIS:

The following four new policies were developed to better align with industry standards and best practices.

IT Policy 11.01 – Wireless Access Policy

- The purpose of this policy is to outline the secure and appropriate use and configuration of Wireless Networks.

IT Policy 12.01 – IT Access Control Policy

- The purpose of this policy is to protect system resources against inappropriate or undesired user access.

- Access control is a method of guaranteeing that users are who they say they are and that they have the appropriate access to Corporate Information.

IT Policy 14.01 – Malware Protection Policy

- The purpose of this policy is to outline the implementation and configuration of endpoint protection tools, user security awareness, early detection and mitigation security systems and ensure staff are aware of security policies in place on their workstations.
- The number of computer security incidents related to malware and viruses and the resulting cost of business disruption and service restoration continue to escalate

IT Policy 15.01 – Information Security Policy


- The purpose of this policy are to protect system resources against inappropriate or undesired user access and/or data loss.

FINANCIAL IMPLICATIONS:

None

ALIGNMENT WITH STRATEGIC FOCUS:

This report aligns with the following Strategic Focus, Goals, or Objectives:

Strategic Focus	Goals	Objectives
Promoting Service Excellence 	Innovate and transform municipal service delivery	<ul style="list-style-type: none"> • Build organizational capacity and capabilities

RECOMMENDATION:

THAT Wireless Access (IT Policy 11.01), IT Access Control (IT Policy 12.01), Malware Protection (IT Policy 14.01) and Information Security (IT Policy 15.01) be approved, and that the Corporate Administrative Policy and Procedure Manual be updated.

Attachments:

1. 11.01 – Wireless Access Policy (DRAFT)
2. 12.01 – IT Access Control Policy (DRAFT)
3. 14.01 – Malware Protection Policy (DRAFT)
4. 15.01 – Information Security Policy (DRAFT)